

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:	YOUTH BUREAU ASSISTANT DIRECTOR-PROGRAM COORDINATOR
Jurisdictional Class:	Competitive
Date Adopted:	November 7, 2007
Date Revised:	
Jurisdictions:	County
Union Status:	CSEA
Pay Grade:	12

DISTINGUISHING FEATURES OF THE CLASS: This position is to assist the Youth Bureau Director in planning and administering youth programs in the county. May assist with managing the financial portion of the program as well as any resource allocations from the State. Incumbent is responsible for formulating department policies, planning projects, and related activities. The work is performed under the general direction of the Youth Bureau Director and can act in the absence of the Director with wide leeway allowed for independent judgement. May supervise clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Organizes, conducts, and manages a variety of direct service youth programs;
Interviews and assesses the needs of youth program participants;
Attends meetings and trainings related to program areas, with various youth serving organizations, including conferences and workshops to broaden knowledge;
Makes recommendations for the creation, expansion, or revision of youth service projects or programs;
Works with any committees, membership, and leadership related to the youth initiative/partnerships of the Youth Bureau;
Create and maintain records and reports related to program activities and funding;
Assists the Director in individual jurisdictions in preparation of the Annual Report and Integrated County Plan;
Monitors youth programs;
May supervise other Youth Bureau staff;
Assists Youth Bureau Director in public relations and recruitment of volunteers;
Coordinates training programs and workshops for youth personnel and volunteers in the community;
Prepares and recommends publicity releases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of characteristics, needs, and interest of youth; ability to plan and supervise the work of others; organize and communicate clearly and effectively both verbally and in writing; ability to plan and coordinate activities; ability to perform in basic research and prepare reports. Physical condition commensurate with the demand of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in Sociology, Psychology, Social Work, Counseling, Educations, Recreation or loosely related field **AND** three (3) years of experience working directly with youth programs of which at least one (1) year must be supervising in nature; **OR**
- (B) Graduation from a regionally accredited or New York State college or university with an Associate's degree in Human Development, Human Behavior, Social Science, Business, Economics or Accounting (or thirty six (36) credit hours in the aforementioned course areas) **AND** five (5) years of experience working directly with youth programs of which at least one (1) year must be supervising in nature; **OR**

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

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(C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level New York State Motor Vehicle operator's license or otherwise demonstrate the ability to meet the travel needs of the job.

NOTE: Verifiable part-time or volunteer experience may be prorated toward meeting full-time experience requirements. The Volunteer work experience must be documented in some manner.